

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

CHANGE OF LOCATION

- A. Form 997
- B. Vote of the Board of Directors
- C. Tax Affidavit, All State and Local Taxes MUST be paid.
- D. Must be Advertised Ten (10) Days prior to meeting. This office will place the Legal Notice the applicant is responsible for reimbursing this office.
- E. Must notify all abutters by Certified Mail, Return Receipt Request (A copy of the actual letter sent to each abutter and Original Green Card must be given to the License Commission Office prior to meeting).
- F. Churches, Synagogues, Hospitals and Public or Private Schools located within 500 feet of the premises, must be notified by Certified Mail Return Receipt. (Copy of actual letter sent and original cards must be given to License Commission prior to the meeting date).
- G. A copy of Blue Prints or a Hand Drawn Floor Plan for the proposed premise (Drawn to scale MUST be LEGIBLE and ACCURATE).
- H. A copy of the Lease.
- I. A copy of the Certificate of Occupancy
- J. A Special Permit issued through the Board of Alderman. (Application is not complete until Special Permit is approved by Board of Alderman)
- K. Application MUST be filed in Duplicate.
- L. A \$ 200.00 Filing Fee in a Check or Money Order made payable to the A.B.C.C.
- M. A \$ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.
- N. A \$75.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee Planning Board